



## INSTRUCTIONS FOR COMPLETING THIS FORM

**Block 1. Competition Number:** The 12-character number assigned by HQDA Competitive Sourcing that uniquely identifies a specific competition. For Army records, the first character of this number is the letter "A", followed by the 4-digit FY, then \_\_, next two numbers are the competition sequence number within a FY starting with 01, next is the 2-character command code, and last two letters are SD for "Standard" or SL for "Streamlined" competition. (Ref Data Element A-2).

**Block 2. Competition Title:** Enter a descriptive functional title, i.e., Public Works, Logistics, Information Technology, etc. to identify the activities included in the competition. Refrain from using organizational title, i.e., DPW, DOL, DOIM, Directorate of Public Works, Directorate of Logistics, etc. (Ref Data Element A-9).

**Block 3. Managing Organization:** Identify the organization responsible for the competition. Note: An organization must exist on the user's organization list for it to be selected from the DCAMIS managing organization pick list to be assigned to a competition. (Ref Data Element A-3).

**Block 4. Incumbent:** Identify the incumbent for the commercial activity at the time the competition is announced. Select from the pick list provided. (Ref Data Element A-4).

**Block 5a. Time Limit Waiver Approved?** Indicate whether the DoD CSO has approved a time limit waiver for the competition. Select "Yes" or "No." If yes, an electronic copy of the DoD CSO memo approving the time limit waiver must be attached to the CPAS and uploaded into DCAMIS. (Ref Data Element A-10).

**Block 5b. Time Limit Waiver Approval Date:** Enter the date of the DoD CSO memo approving a time limit waiver for the competition. (Ref Data Element A-11).

**Block 6a. OMB Approved Deviations:** The deviation approved by OMB prior to the start of the competition (requested by the CCSO and submitted by the DoD CSO to OMB). Select all that apply from the pick list provided. An electronic copy of the DoD CSO deviation request memo and OMB's approval memo must be attached. (Ref Data Element A-13).

**Block 6b. OMB Deviation Explanation:** A short description of the nature of the approved deviation(s). (Ref Data Element A-14).

**Block 7. Competition Coordinator:** The individual responsible for the competition. Select a coordinator from a pick list derived from the DCAMIS table of current users (Scope of Access must be equal to or higher than the organizational level being competed and must have Competition Coordinator Privileges authorized.) (Ref Data Element A-16).

**Block 8. Location Name:** The name(s) of the installation(s) or location(s) where the competition is being performed. An installation or location must exist in the user's DCAMIS location pick list for it to be assigned to a competition. Note: The user must enter the number of civilian & military authorized/assigned by location and DoD function. (Ref Data Element 1-1).

**Block 9. Function Code:** The four-character, DoD alphanumeric designator(s) and name(s) specifying the type of commercial activity(ies) being competed. These are the DoD Function Codes used as of the FY 2004 Inventory Data Call. Select all DoD functions included in the competition by location and DoD Function Codes. For example, if the competition involves authorizations at 3 locations and 2 DoD functions, DCAMIS will create 6 lines for recording the authorizations. (Ref Data Element 1-2).

**Block 10. Announced Authorized:** In the appropriate column, enter the number of DoD civilian and military authorizations on the Army's TDA by location and DoD function as identified in the public announcement (FebBizOpps.gov). Note: This reflects "spaces" not "faces." Sum each column and enter total number of authorizations in the "Total" row at the bottom of the column. (Ref Data Element 1-3 and 1-4).

## CONUTINATION OF INSTRUCTIONS FOR COMPLETING THIS FORM

**Block 11. Announced On-Board:** In the appropriate column, enter the number of civilian and military on-board to include temporary employees, borrowed military manpower, etc.. Count part-time personnel on a fractional basis (e.g., count four on-board 20-hours per week part-time employees as two on-board FTE personnel). Sum each column and enter total number of on-board in the "Total" row at the bottom of the column.

**Civilian manpower:** Include work years expended by all sources of manpower including permanent, temporary, part-time, intermittent, seasonal, borrowed, detailed, over hire, and any overtime.

**Military manpower:** Include work years expended by all sources of manpower including borrowed and detailed military personnel.

**Block 12. Number of Contracts:** Identify the number of contracts providing support to this function. If a contract covers multiple function codes or locations, only report one against the predominant function. Sum the column and enter total number of contracts in the "Total" row at the bottom of the column.

**Block 13. Competition Type:** Identify the type of public-private competition process to be used to perform the competition. Select either "Standard" or "Streamlined" competition. (Ref Data Element 1-7).

**Block 14. Basis for Streamlined Competition Form (SLCF), Line 7:** (NOTE: LEAVE BLANK FOR STANDARD COMPETITIONS.) An indicator whether the agency intends to determine the an estimated contract price for performing the activity with a private sector source using (1) documented market research or (2) issuing a solicitation for cost proposals. If a time limit waiver has been granted for a streamlined competition, the agency must issue a solicitation or create an MEO. Select either "Market Research" or "Solicitation." Note: Market Research can only be selected if the activity is performed by government personnel. (Ref Data Element 1-9).

**Block 15. Feasibility Study/Business Case Analysis Start Date:** The date the organization began the analysis that led to the decision to compete this commercial activity. Note: This date must be at least one day before the Preliminary Planning Start Date. (Ref Data Element 1-11).

**Block 16. Preliminary Planning Start Date:** The date the organization began preliminary planning for the conduct of this competition. Note: This date must be at least 1 day before the Start Date. (Ref Data Element 1-12).

**Block 17. Congressional Notification Date (Announcement):** The date Congress is notified that a competition will be announced. Note: This date must be at least 1 day before the Start Date. (Ref Data Element 1-13).

**Block 18. Incumbent Service Provider Notification Date:** The date the incumbent service provider is notified a competition will be announced. This date must be at least 1 day before the Start Date. (Ref Data Element 1-14).

**Block 19. Start Date (Public Announcement):** The date the Army makes the formal public announcement at the local level and via FebBizOpps.gov to commence the competition. This is the competition start date. (Ref Data Element 1-15).

**Block 20a. Planned PWS Development Start Date:** Enter the original planned date for starting PWS development. Note: Does not apply to a streamlined competition where a solicitation will not be issued. (Ref Data Element 1-16).

**Block 20b. Planned PWS Development End Date:** Enter the original planned date for completing PWS development. Note: Does not apply to a streamlined competition where a solicitation will not be issued. (Ref Data Element 1-17).

**Block 21. Planned Agency Tender / Cost Estimate Development Start Date:** Enter the original planned date for starting the development of the Agency's tender or for some Streamlined Competitions, the planned date for starting the development of the agency cost estimate. This does not apply to a streamlined competition where a solicitation will not be issued. (Ref Data Element 1-18).

## CONTINUATION OF INSTRUCTIONS FOR COMPLETING THIS FORM

Block 22a. Planned Solicitation Issue Date: Enter the original planned date for issuing the solicitation. Note: Does not apply to a streamlined competition where a solicitation will not be issued. (Ref Data Element 1-19).

Block 22b. Planned Solicitation Closing Date: Enter the original planned solicitation closing date. Note: Does not apply to a streamlined competition where a solicitation will not be issued. (Ref Data Element 1-20).

Block 23. Planned Performance Decision Date: Enter the original planned date for making the performance decision. For streamlined competitions, the performance decision is the final decision unless a solicitation is issued after market research has been conducted and the incumbent is the agency. (Ref Data Element 1-21).

Block 24. Planned Service Provider Start Date: Enter the original planned start date (1st day of full performance) for the selected service provider. (Ref Data Element 1-22).

Block 25 (a, b, and c): Installation Approval Title, Signature, and Date. Self Explanatory.

Block 26 (a, b, and c): MSC/FOA/HSSA Approval Title, Signature, and Date. Self Explanatory.